



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GP

27 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #11 - 19TH TSC Newcomer's Orientation Inbrief Policy Memorandum

1. REFERENCES.

- a. The Eighth United States Army IG report "Quick Look" Assessment of Newcomer's Orientation Inbriefs 5 February 1996 to 31 March 1996.
- b. Army Regulation 600-8-101, Personnel Processing (In-and Out-and Mobilization Processing), 13 August 1999.
- c. Army Regulation 608-1, Army Community Service Program, 30 October 1990 with three changes.

2. PURPOSE. This memorandum provides my policy and procedural guidance regarding the 19th Theater Support Command (TSC) Newcomer's Orientation Inbrief.

3. APPLICABILITY. This policy applies to all active component soldiers and active guard and reserve stationed in the 19th TSC forward deployed in Korea.

4. GENERAL POLICY. The newcomer's inbrief is a valuable tool that will enhance readiness when used effectively. All soldiers and DA civilians arriving in theater will attend initial briefings at 8th PERSCOM and Post Orientation Briefings conducted by the 19th TSC at each installation.

5. SPECIFIC POLICIES. Area/Group Commanders (Area I, 34th ASG, Area III, and 20th ASG) are responsible for the following:

a. Develop a Post Orientation Inbrief that complies with references cited in paragraph one. The Post Orientation Inbrief will include all of the following topics:

- (1) Local MWR facilities and BOSS Program
- (2) Local Army Community Services/USO/ITT
- (3) Local education opportunities
- (4) Local personnel and finance services

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- (5) Local legal services
 - (6) Local medical services
 - (7) Local off-limit areas
 - (8) Local transportation and transportation to Seoul/Taegu/Pusan
 - (9) Driving in Korea
 - (10) Local tour and travel, Reunion in Korea Program
 - (11) Noncombatant Evacuation Operations (NEO)
 - (12) Consideration of Others Program
 - (13) Other topics as deemed necessary by the commander
- b. Ensure the Post Orientation Inbrief is current. At least every six months, commanders or their personal representative will attend the post orientation inbrief given at all installations in their area of responsibility. They will evaluate the Post Orientation Inbrief and take corrective action, when necessary, to ensure the orientation is in compliance with regulations, that it is current and meets the needs of the soldiers and community.
- c. Track attendance at Post Orientation Inbriefs and provide information to tenant commanders. Require all soldiers and DA civilians attending the Post Orientation Inbrief to have an orientation verification sheet, developed locally, with their name and unit, signed by the post orientation briefing coordinator or designated representative following the orientation. Maintain one copy in the post file and forward one copy to the soldier's unit.
- d. Provide a monthly report on attendance of Post Orientation Inbriefs to 19th TSC G1, PP&O, not later than the 5th of the following month.
- e. Ensure Post Orientation Inbriefs are given by personnel who communicate well, and can answer a wide range of questions about the installation and the community.
- f. Ensure the location designated for the Post Orientation Inbrief is large enough to accommodate all soldiers who may attend. Be prepared to conduct two or more orientations daily. Every effort will be made so soldiers will not be turned away and required to return another day.

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g. Ensure all soldiers and DA civilians process through the Army Community Services (ACS) Center.

6. All 19th TSC commanders are responsible for.

a. Ensuring all newly assigned soldiers attend the Post Orientation Inbrief. The goal is to ensure attendance is made within the first 30 days. However, unit training or mission requirements may require extension to the maximum of 60 days.

b. Ensure all new soldiers have a sponsor upon arrival to welcome the soldiers and assist the soldier and family (if applicable).

7. All 19th TSC company commanders are responsible for conducting a comprehensive unit orientation briefing for all newly assigned soldiers within 48 hours of assignment. A checklist must be filed and signed by both the newly assigned member and the person conducting the brief.

8. The following will be inspected during the Command Inspection Program:

a. Post Orientation Inbrief.


b. Soldier attendance at the Post Orientation Inbrief.

c. Unit sponsorship procedures.

d. Company orientation for new soldiers.

9. SUPERSESSION. This memo supersedes 19th TSC policy memo 41-01, 16 May 01

10. The point of contact is the PP&O NCOIC, DSN 768-7986.


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Commanding

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